

Job Announcement

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Opening Date:	November 13, 2014	Closing Date:	Open Until Filled
Job Title:	Records and Reproduction Clerk	Position Type:	Regular Full Time
PIN:	059435	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J5 \$28,404 - \$33,616
		Financial Disclosure:	No

Essential Functions: Maneuvers files, boxes, office furniture and office equipment. Assists in the delivery of equipment and supplies. Distributes mail throughout the location and processes outgoing mail. Delivers mail to local post office. Assists in mail room. Maintains department file room. Retrieves and delivers case files to appropriate departments and chambers. Files pleadings and other documents in the correct case file. Assists customers in person by making copies as requested and retrieving exhibits. Accepts payment for copies and completes transaction using cash terminal. Closes out register by reconciling receipts and preparing for deposit. Performs all other duties as assigned.

Education: High School Diploma or GED.
Experience: One year of general clerical experience.

Skills/Abilities: Ability to differentiate colors used in office file systems. Ability to use alpha and numeric filing systems. Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to learn and apply job-related terminology, policies and procedures. Ability to follow instructions and produce accurate results. Ability to build working relationships with co-workers and be a team player. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a copier, cash register, computer and fax machine. Ability to provide consistent, courteous customer service in person and over the telephone. Ability to lift up to 60 lbs. Ability to stand for long periods of time. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Hon. Loretta Knight, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.